

**KANSAS
REAL ESTATE APPRAISAL BOARD**

**SUPERVISED
PROVISIONAL
TRAINEE
INFORMATION**

GENERAL INFORMATION

This publication has been prepared by the Kansas Real Estate Appraisal Board for the purpose of providing information to interested persons regarding the process and procedure for becoming a state licensed provisional (trainee) real estate appraiser in Kansas. **BE SURE TO READ THE ENTIRE PUBLICATION PRIOR TO COMPLETING THE APPLICATION FORM.**

The following outline demonstrates the provisional licensing process:

SINCE STATUTES AND REGULATIONS PERTAINING TO ALL AREAS OF THE APPLICATION PROCESS ARE ALWAYS SUBJECT TO CHANGE, APPLICANTS WHO RECEIVE PACKETS AND DO NOT MAKE APPLICATION FOR SOME TIME SHOULD CONTACT THE BOARD OFFICE PERIODICALLY TO ENSURE THEY HAVE THE CURRENT INFORMATION. IF, AT ANYTIME, ANY OF THE CURRENT REQUIREMENTS CHANGE, THE APPLICANT WILL BE REQUIRED TO FOLLOW THE NEW REQUIREMENTS.

DURING ANY STAGE OF THE REVIEW PROCESS, ADDITIONAL INFORMATION PERTAINING TO ANY PART OF THE APPLICATION MAY BE REQUESTED BY THE BOARD. GROUNDS FOR REFUSING TO ISSUE A LICENSE/CERTIFICATE ARE SET FORTH IN THE STATUTE (REF. K.S.A. 58-4113 AND 58-4118).

STEPS AND FEES ASSOCIATED WITH THE APPLICATION PROCESS

- STEP 1** Pre-license education must be complete. Part 1 of the Application, including the \$50 application fee, is submitted to the Board. The pre-license education is reviewed by the Board. The time frame for this is generally 5-10 working days. If the education is approved, the applicant will be mailed the appropriate forms in order to take the state exam. The applicant will then schedule him/herself to take the examination. The exam is given several times a week at different locations in the state and this information is furnished to the applicant at the time they are approved to take the state exam. The exam fee is \$150. If the applicant fails the exam, it can be retaken; however, the applicant will be charged \$150 for each retake. The registration form to take the exam is valid for 24 months from the date of issue (expiration date is printed on the form).
- STEP 2** After the examination is passed, **the applicant mails the original pass score report to the Board office.** Keep in mind, your test is valid for no more than 24 months from the date passed. You experience hours must have been submitted and approved and your State License issued within 24 months from your exam pass date or you will be required to re-test.
- STEP 3** Upon receipt of the pass score report, the Board will send the applicant Parts II & III of the provisional trainee application. Upon receipt of the completed forms and the pro-rated original license fee (based on a fee of \$250) the provisional license will be issued. All licenses expire on June 30 of each calendar year. The current yearly renewal fee for the provisional trainee is \$200.

INFORMATION REGARDING THE STATE LICENSED PROVISIONAL TRAINEE APPLICANT

**BEFORE BEGINNING THE APPLICATION PROCESS, BE SURE
TO READ THE FOLLOWING INFORMATION CAREFULLY**

The provisional type of license does not meet federal requirements and is a federally recognized type of license.

The provisional licensed trainee must be supervised by a license/certified appraiser who is in good standing.

The work performed by the provisional licensed trainee in developing, preparing or communicating an appraisal report shall be directly supervised by a supervising appraiser as outlined in K.A.R. 117-5-2(a).

Each report prepared by the provisional licensed appraiser must be signed by the provisional appraiser or the preparer who supervised the appraisal report as outlined in K.A.R. 117-5-2(c). If the Trainee does not sign the appraisal report, the Trainee's name must be included in the reconciliation or certification section of the appraisal report. In addition, the Trainee's responsibilities should also be disclosed in the report.

The provisional trainee appraiser may have more than one supervising appraiser, however, the provisional trainee must maintain a log of appraisals completed with each separate supervising appraiser.

A provisional licensed trainee appraiser is not qualified to be a supervisor of other provisional licensed trainee appraisers.

Should a provisional licensed appraiser choose to upgrade to different classification, they must complete a new application for that classification and comply with the qualifying education requirements in effect at that time.

EDUCATION REQUIREMENTS

Carefully review the required topics as set forth in the applicable regulations (K.A.R. 117-2-1, 3-1 and 4-1). Each course must be a minimum of 15-classroom hours in length and an examination must have been successfully passed. A certificate of completion must be submitted for each course. The certificate should show the number of classroom hours and that the applicant has taken and passed the course examination.

On the education page of this application, list the appraisal courses you have completed that consisted of at least 15-classroom hours. **List only those courses where you actually attended the course and passed a final examination. Attach a course completion certificate (or copy) for each course.**

To receive consideration of a course for which you obtained credit from the course provider by challenge examination, include a request on a supplemental sheet with evidence that the credit was granted by the course provider prior to July 1, 1990.